

3 MAY 1999



Personnel

**OFFICER/ENLISTED EVALUATION
REPORTING**

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OPR: J1NA (YNCS(AW/SW) Peter Flores III)
Supersedes NUHOI36-18, 21 May 96.

Certified by: JS (COL Rodney S. Lusey)
Pages: 7
Distribution: F

This headquarters operating instruction (HOI) tells how to prepare and submit military evaluation reports. It applies to Headquarters, North American Aerospace Defense Command (NORAD) and United States Space Command (USSPACECOM). This HOI does not apply to the Air Force Reserve Command, Air National Guard Units or assigned DoD civilian personnel.

SUMMARY OF REVISIONS

Creates a joint HOI for NORAD/USSPACECOM. Reflects current references and Office Codes/symbols. Updates requirements and provides a suggested rating scheme and a format for senior rater comments. A bar (|) indicates a revision from the previous edition.

1. References:

- 1.1. Army Regulation 623-105, *Officer Evaluation Reporting System*.
- 1.2. Army Regulation 623-205, *Enlisted Evaluation Reporting System*.
- 1.3. BUPERSINST 1610.10, *Navy Performance Evaluation and Counseling System*.
- 1.4. Air Force Instruction 36-2402, *Officer Evaluation System*.
- 1.5. Air Force Instruction 36-2403, *The Enlisted Evaluation System*.
- 1.6. Marine Corps Order P1610.7E, *Performance Evaluation System*.

2. General:

- 2.1. Each directorate and chief of special staff element (CSSE) with NORAD/USSPACECOM personnel assigned appoints a single point of contact (POC) to liaison with Directorate of Manpower and Personnel (J1) on evaluation matters. Report changes to evaluation POCs by memorandum to each service element (and the Joint Reserve Forces Office (J1R) for reservists). Service elements monitor evaluation reports to ensure due dates are met. However, each Directorate is responsible for the accu-

racy and timeliness of all reports under their purview. Specific service requirements are broken down on a matrix at [Attachment 1](#).

2.2. To identify duty assignments and rating officials, each directorate evaluation POC ensures rating schemes are developed, published, and distributed to each individual. In addition, the appropriate service element and the Joint Reserve Forces Office are provided a copy of each published rating scheme. Any changes to rating schemes are also published and distributed. No change may be retroactive.

3. Army Personnel Requirements. The Army element (J1AA) initiates officer and enlisted evaluation reports when required or when requested by the appropriate staff.

3.1. Officer Evaluation Reports (OER):

3.1.1. The rated officer and rater are required to have a face-to-face discussion of duties and objectives within the first 30 days of the rating period. This discussion helps develop a duty description and identifies major performance objectives for the rated officer to accomplish during the rating period. Use Department of the Army (DA), DA Form 67-98-1, **Officer Evaluation Report Support Form**, to record the face-to-face discussion.

3.1.2. At the end of the rating period, the rated officer receives an OER, DA Form 67-98-1, from J1AA, through the individual's directorate/special staff office. The directorate is given a date the completed report is due back to J1AA. Referring to performance, experience, and discussions with the rater, the rated officer completes the appropriate portion of the OER support form. The rated officer should sign and date the report after its completion and signature by all rating officials in the rating chain. The rated officer's signature verifies the accuracy of the administrative data in Part I (except block m), the rating officials in Part II, the APFT and height and weight data in Part IVc, and that the rated officer has seen the completed OER, Parts I-VII. The senior rater's signature and date cannot be prior to that of the rater's or intermediate rater's. The rated officer may not sign or date the report prior to the rater, intermediate rater, or senior rater.

3.1.3. Upon completion of the OER by the rater or intermediate rater and senior rater, route the OER through the directorate to J1AA for Army representative.

3.2. Noncommissioned Officer Evaluation Reports (NCOER):

3.2.1. Use DA Form 2166-7-1, **NCO Counseling Checklist/Record**, to counsel all NCOs within 30 days of the beginning of each rating period and every 90 days following. The 30-day period is counted as one of 3 months for the first quarter of the rating period. Raters counsel NCOs at least once during each quarter (3-month period).

3.2.2. At the end of the rating period, a DA Form 2166-7, **NCO Evaluation Report**, is sent out from J1AA, to the individual's directorate/special staff office. The directorate is given a date the completed report is due back to J1AA. The rater and senior rater complete their respective portions of the NCOER. The senior rater is responsible for counseling and obtaining the rated NCO's signature on the report. Once the rated NCO has signed the report, the report is then given to the reviewer for review and signature. The rated NCO's signature verifies that he or she has seen the completed report less the reviewer's signature, the administrative data (part I) is correct, the rating officials are proper (part III), the duty description is accurate (part III) to include the counseling dates, the Army Physical Fitness Test (APFT) and height and weight entries are correct (part IVc).

3.2.3. The rater must be in the rated NCO's direct line of supervision for at least 3 months. The senior rater must be in the rated NCO's line of supervision for at least 2 months.

3.2.4. When the rater or senior rater is a general or flag officer (or US civilian equivalent), that official is also the reviewer.

3.2.5. When both rater and senior rater are other than uniformed Army officials, the senior rater forwards the report to J1AA for review and signature by the Army Personnel Officer.

4. Navy Personnel Requirements:

4.1. Officer Fitness Reports (FITREP).

4.1.1. U. S. Navy Element (J1NN): Initiate reports 8 weeks prior to due dates and send report packages to appropriate directorates who, in turn, forward the package to the individual for input and prepare the report for submission.

Reports are prepared by each directorate. CINCNORAD/CINCSpace grants delegation of reporting senior authority - by billet - to the U.S. officers listed below. This does not preclude, however, a more senior U.S. officer in the officer's chain of command from signing these reports.

4.1.1.1. O-7/O-8: No delegation authority is given.

4.1.1.2. O-6: The first flag/general officer in the officer's chain of command.

4.1.1.3. O-1 through O-5: The first O-6 in the officer's chain of command.

4.1.2. Upon completing the FITREPs, route the signed reports and summary letters to J1NN (dis-kettes are no longer required).

4.1.3. J1NN will monitor progress of reports to ensure they are completed in a timely manner and will mail completed reports and summary letters to the Navy Personnel Command (BUPERS).

4.1.4. Directorates and special staff elements will ensure that required performance counseling is accomplished at the mid-term point of the reporting cycle. Counseling will be documented on the NAVPERS Form 1610/2, **Fitness Report and Counseling Record**, and used to help generate the members next Fitness Report.

4.2. Enlisted Evaluation Report (E-1 through E-6) & FITREP (E-7 through E-9). These reports are completed as described in para 4.1.1. Delegation authority is as follows:

4.2.1. Report signing authority on seaman recruits (E-1) through petty officer third class (E-4) may not be delegated below the first U.S. E-7 in the individual's chain of command.

4.2.2. Report signing authority on petty officer second class (E-5) and petty officer first class (E-6) may not be delegated below the first U.S. O-5 in the individual's chain of command.

4.2.3. Report signing authority on chief petty officer (E-7) through master chief petty officer (E-9) may not be delegated below the first U.S. O-6 in the individual's chain of command. This does not preclude, however, a more senior U.S. officer in the individual's chain of command from signing these reports.

4.2.4. Directorates and special staff elements will ensure that required performance counseling is accomplished at the mid-term point of the reporting cycle. Counseling will be documented on the NAVPERS 1616/26, **Evaluation Report and Counseling Record**, for E-1 through E-6 personnel,

and the NAVPERS Form 1610/2, *Fitness Report and Counseling Record*, for E-7 through E-9 personnel, and used to help generate members next Fitness Report or Evaluation Report.

5. Marine Corps Personnel Requirements:

5.1. Officer and Enlisted Marine Corps Fitness Reports. Processed by J1NN.

5.1.1. J1NN will initiate the NAVMC 10835, USMC Fitness Report (E-5 and above) and Conduct and Proficiency Marks (E-4 and below) 6 weeks before they are due by sending shells to the individual's directorate.

5.1.2. The USMC Fitness Report is prepared and signed by the Reporting Senior (RS) (the first commissioned or warrant officer or GS-9 or equivalent or above) in the reporting chain senior to the Marine reported on (MRO). Upon completion, the fitness report is forwarded to the Reviewing Officer (RO) (the first commissioned officer (GS-9 or equivalent or above) senior in grade to the RS and the officer directly responsible for the primary taskings supervision and evaluation of the RS).

5.1.3. The Conduct and Proficiency Marks are prepared and signed by the senior enlisted and officer in the reporting chain of the marine being reported on. Upon completion, the Conduct and Proficiency Marks are returned to J1NN for review by the Senior Marine.

5.1.4. The Senior Marine officer reviews reports/marks for accuracy and returns them to J1NN for forwarding to Headquarters, Marine Corps.

6. Air Force Personnel Requirements:

6.1. Officer Performance Reports (OPR):

6.1.1. The Orderly Room (21 MSS/CCQ) initiates and forwards performance evaluation notice to the Air Force Element (J1FF). J1FF forwards the notice to the directorate or CSSE POC, who forwards the notice to the rater. Directorates/CSSE POCs may request notices as required; however, notices are not required to accomplish a report.

6.1.2. The rater completes AF Form 707A, **Field Grade Officer Performance Report**, for majors and above or AF Form 707B, **Company Grade Officer Performance Report**, for captains and below. The raters must provide comments in section VII of the form.

6.1.2.1. The reviewer signs in section VIII and makes no comment on the form unless they nonconcur with the additional rater, are the additional rater, or report is a referral. For majors and below, the reviewer must be at least a colonel or equivalent in a director-level position. For lieutenant colonels and colonels, the reviewer is the first flag/general officer or equivalent in the rating chain.

6.1.2.2. Send completed reports to J1FF, through the directorate POC, not later than 10 days after the close out date.

6.2. Enlisted Performance Reports (EPR). Complete EPRs, AF Form 910, **Enlisted Performance Report (AB through TSGT)** or AF Form 911, **Senior Enlisted Performance Report (MSGT through CMSGT)** in the same manner as officer performance reports (see para 6.1.) with the following exceptions regarding endorsement levels:

6.2.1. EPRs on MSgts through CMSgts must be endorsed by an O-4 or above, but no higher than the senior rater.

6.2.2. EPRs on SrA through TSgts are endorsed by the rater's rater, who must be a MSgt or above, but no higher than the senior rater.

6.2.3. Airman with less than 20 months' total active federal military service (TAFMS) do not receive an EPR.

6.2.3.1. All officer and enlisted reports finalized by other than Air Force officers are processed by J1FF through the Air Force Advisor appointed in accordance with AFI36-2402 and AFI36-2403.

6.2.3.2. Reports written on personnel who are working in USSPACECOM but are officially assigned to another command must comply with that command's policies regarding endorsement. In such cases, contact J1FF, for appropriate guidance.

7. Reserve Personnel Requirements. Reserve Individual Mobilization Augmentees (IMA) and Selected Reserves (SELRES) are assigned to active duty rating chains. To the greatest extent possible, preparation of evaluation reports, fitness reports and performance reports for reservists will parallel policy applicable to active duty counterparts. Individual reservists should be aware of when their reports are due, and can advise directorate and CSSE POCs, providing input to their supervisors. However, timely and accurate performance evaluation is a supervisory responsibility. The Joint Reserve Forces Office (JIR) will work with directorate and CSSE Pocs regarding preparation and processing instructions unique to reserve reports. Reports on assigned reserve personnel and reserve personnel permanently attached for training to NORAD and USSPACECOM, including Cheyenne Mountain Operations Center, are prepared using identical forms, and reservists are held to the same standards of job knowledge and performance as their active duty counterparts.

PATRICIA A. FLANNERY, Colonel, USAF
Director of Manpower and Personnel

Attachment 1

SERVICE REQUIREMENTS

Table A1.1. Requirements.

ARMY						
	Monthly Counseling	Quarterly Counseling	NCOER Annual	OER Annual Report	PCS OER/ NCCOER	Change of Rater OER/ NCOER
O1-O10				X	X	X
E1-E4	X					
E5-E9		X	X		X	X
NAVY						
	Mid-Term Counseling	Periodic FITREP/ Eval	Change of Reporting Senior	PCS FITREP/ Eval		
O6	15-Jan	31-Jul	X	X		
O5	15-Feb	31-Aug	X	X		
O4	15-Apr	31-Oct	X	X		
O3	15-Jul	31-Jan	X	X		
O2	15-Aug	28-Feb	X	X		
O1	15-Nov	31-May	X	X		
W4-W3	15-Sep	31-Mar	X	X		
W2-W1	15-Mar	31-Sep	X	X		
E9	15-Oct	15-Apr		X		
E8-E7	15-Mar	15-Sep		X		
E6	15-May	15-Nov		X		
E5	15-Sep	15-Mar		X		
E4	15-Dec	15-Jun		X		
E3-E2-E1	15-Jan	15-Jul		X		
MARINE CORPS						
	Semi-Annual Pro/ Con Mark-ings	Semi-Annual FITREP	Annual FITREP	Change of Reporting FITREP	Transfer FITREP	
O1-O2		X		X	X	

O3-O7 W1-W4			X	X	X	
E1-E4	X					
E5-E9			X	X	X	
AIR FORCE						
	Initial Feedback	Mid-Term Feedback	EPR	OPR	Change of PCA Rater Report	Change of Rater PR/OPR
O1-O6	X	X		X	X	X
E1-E3	X	X	X*		X	X
E4-E9	X	X	X		X	X

* E1-E3 get their first EPR after 20 months of service and annually thereafter.